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24 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 24 December 1953

1. General

a. Department of Defense Support - (continued item)

[Redacted]

25X1C4A

2. Projects and Studies in Process

25X1

a. Material Requirements - (continued item)

[Redacted]

3. Staff Items of Interest

a. Project [ ] - (continued item)

25X1A2D1

25X1C4A

[Redacted]

4. Administration

a. Personnel Report - (continued item)

25X9A2

Personnel report of the on-duty strength for the week ending 24 December 1953 is [ ]

b. Logistics Support Course - (continued item)

The first Logistics Support Course ended on 16 December 1953. The next course is tentatively scheduled to begin on 25 January 1954.

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5. Transportation Division

a. Operational Statistics, Week Ending 24 December 1953 - (continued item)

(1) Trucking Operations

- (a) Tonnage moved - 34 tons
- (b) Total truck mileage - 7,792 miles

(2) Cargo Operations

- (a) Total air shipments - 26
- (b) Total surface shipments - 91

(3) Personal Property Shipments

- (a) Incoming personal property - 17
- (b) Outgoing personal property - 19
- (c) Incoming privately owned automobiles - 2
- (d) Outgoing privately owned automobiles - 3

6. Supply Division

a. New Requisition Form - (new and completed item)

25X1

25X1A

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7. Procurement Division

a. Request for  (new and completed item)

25X1

25X1

25X1A6A

A request was received from the Medical Office for five vials of  on 21 December. Arrangements were made for delivery of this item at  on the same day.

b. Contract Documents and Requisitions - (continued item)

(1) Contracts

25X1

Contractor

Commodity & Quantity

Dollar Value

25X1A5A1

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(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	5	9	104	274	392
Received	45	14	17	155	231
Completed	45	18	9	171	243
Pending	5	5	112	258	380

Amt. Oblig.

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25X1A1A

JAMES A. GARRISON  
Chief of Logistics

*998* LO/ARL:cc (24 Dec. 1953)

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